

LEGAL SECRETARY II

NATURE OF WORK

This is highly responsible specialized clerical and secretarial work requiring an extensive level of attention to detail, knowledge of legal terminology, and the legal process.

Work involves responsibility for performing complex clerical and secretarial work in the Law Department requiring extensive knowledge of legal terminology and systems of legal citation, the ability to prepare legal documents following accepted formats and construction, and the ability to maintain confidential legal case files and records. General supervision is provided by attorneys, but considerable latitude for exercising independent judgment is permitted because of the advanced knowledge of established rules, regulations, methods, and procedures which is required. This class is distinguished from lower classes by reason of the complexity of assignments, degree of independence provided in performance of assignments, and advanced knowledge required.

EXAMPLES OF WORK PERFORMED

Drafts ordinances, resolutions, contracts, and executive orders using previously prepared documents as forms; makes modifications as necessary; maintains files on ordinances and resolutions passed by City Council; and assists in publishing and updating of the Lincoln Municipal Code and related documents.

Independently prepares some documents in final form for review and signature by staff attorneys; interprets documents submitted to the office for follow-up and additional document preparation; contacts appropriate personnel in other city departments and in the private sector for information needed to prepare agreements, plat ordinances, petitions, etc.

Prepares rough drafts and final copies of contracts, deeds, easements, executive orders, legal briefs, memorandums, pleadings, opinions, legislative documents, general correspondence and other related complex documents from machine transcription, hard copy, or other sources as requested.

Files pleadings with various courts.

Receives and screens telephone calls from litigants, attorneys, judges, and other persons seeking information; answers routine questions concerning ordinances and related matters.

Maintains complete records and files of litigations, city ordinances, petitions for improvements, and other matters related to Law Department activities.

Takes, transcribes, and distributes minutes of meetings of various boards and commissions.

Operates a personal computer with sophisticated word processing software, database applications, and mainframe access; transcription equipment; and other common office equipment.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of word processing software and the ability to utilize sophisticated and advanced features for the efficient generation of legal documents, general correspondence, and other documents as required.

Thorough knowledge of modern law office practices, methods and procedures.

Considerable knowledge of legal terminology, spelling, punctuation, and grammar, as well as of various legal forms, instruments, documents, and pleadings.

Considerable knowledge of the various computer applications on mainframe, AS400, or network platforms including: the preparation of documents for posting to the Internet, converting to Portable Document Format (PDF), scanning documents and/or photos to a variety of formats, and researching and obtaining information necessary to complete documents.

Knowledge of the jurisdiction of the various courts and their respective rules.

Ability to understand the more important duties and responsibilities of the department and to be able to assist with some of the routine details.

Ability to communicate and articulate orally and to prepare routine legal forms, documents and minutes accurately, logically, neatly and concisely.

Ability to assist in the review and correlation of pertinent data in preparation for litigation.

Ability to establish and maintain effective working relationships with co-workers, attorneys, and the general public.

Ability to establish and maintain a complete filing and records system which includes varied data of a legal and non-legal nature.

Ability to understand and follow complex oral and written instructions.

Skill in the operation of a personal computer, facsimile machine, photocopier, office automation system, and machine transcription unit.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by business college courses in office technology with a legal focus; and considerable experience in performing clerical and secretarial duties as a principal secretary to a practicing attorney or similar experience.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by business college courses in office technology with a legal focus; experience in performing clerical and secretarial duties to a practicing attorney or in a related legal office capacity, and the ability to proficiently type at least forty (40) words per minute or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head

Personnel Director

9/87
Revised: 7/2002

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